



Position:

Staff Information Systems
Analyst (Specialist)

Position #:

051-420-1312-007

Salary Range:

\$5,065-\$6,466

Issue Date:

January 21, 2010

Contact:

Candace Martin
(916) 324-1867

Location:

Accounting & Reporting
3301 C Street, Suite 740
Sacramento, CA 95816

Final Filing Date:

February 3, 2010

Statewide

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

All hires will be subject to a background check.

For permanent positions, SROA and surplus candidates should attach %surplus letters+to their application. Failure to do so may result in your application not being considered.

**Submit a Std.678 State
Application and Resume to:**

**State Controller's Office
Division of Accounting & Reporting
ATTN: CANDACE MARTIN
3301 C Street, Suite 740
Sacramento, CA 95816**

**Please write "051-420-1312-007"
on your application and indicate
the basis of your eligibility in the
job title section. Applications
without this information may be
rejected.**

Looking for a job that you can feel passionate about? Looking for work in an inviting work environment? If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further! The Office of the State Controller (SCO) is the destination Constitutional employer within the State of California.

Scope of Position: This position is a matrix project position working at the State Controller's Office (SCO) FISCAL Project office. Under the direction of SCO's Legacy Systems & Interfaces Manager, the Staff Information Systems Analyst is a business and technical expert who works on the project providing business and technical support in the analysis/assessment of SCO's most complex systems. This position will support the efforts to document existing systems including the definition for data conversion and interface requirements. Refer also to <http://www.fiscal.ca.gov> for general information on the FISCAL Project.

Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations.)

- Conduct analysis of SCO's legacy applications including the documentation that will identify/confirm the impact to each application supporting a plan to retire, transition, and/or interface identified applications to FISCAL.
- Provide support for the development and documentation of system design and architecture of each SCO legacy application identified for transition to FISCAL.
- Conduct analysis of each data element found in the files/tables of SCO's legacy applications that will transition to FISCAL providing subject matter knowledge and expertise to define the data cleansing/conversion rules including the validation and verification of these rules.
- Document each interface identified by SCO's legacy applications that will be required to provide information to FISCAL and/or obtain information from FISCAL including the dependencies, constraints, and triggering events of each interface.
- Support the interpretation of anticipated effects to changes in legislative code, law, or State Administrative Manual as SCO's legacy applications are transitioned.
- Support the input/review of FISCAL Project documents providing subject matter knowledge/expertise of SCO's legacy applications.
- Support communication/coordination with project, agency, partner, and vendor.
- Attend project training and participate in the development of training materials and the education and training of others.

Additional Information:

Mandatory Knowledge and Experience:

- Excellent organization, research, and analytical skills with attention to detail.
- Recent experience in data cleansing and data conversion activities.
- Experience in Microsoft Word, Excel, Visio, Access, PowerPoint, and Project

Desirable Attributes, Experience, and Qualifications:

- High level of independence and initiative.
- Excellent oral and written communication skills.
- Recent experience in analysis, design, testing, and/or implementation.
- Experience working on a team in the support of the various phases of a project.
- Knowledge and experience in SCO's legacy applications.
- Experience using COBOL, CICS, DYL280, FOCUS, IDMS and/or JCL.
- Ability to work long hours when required and travel between the FISCAL Project office and multiple SCO locations.

The successful candidate must meet the education and/or experience requirements for the classification.

Applications will be screened and only the most qualified will be interviewed. Please call (916) 323-3055 to request reasonable accommodations. Voice/CRS Relay (711)